

Acrobat

outsourcing
Your Hospitality Staffing Professionals

Employee Performance Review

EMPLOYEE INFORMATION		Date of Review
Employee Name	GREGORY MORSE	June 10
Job Title	Breakfast Cook	Date
Department		Manager
Review Period	90 day to	Stephanie/Lucy

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Work Quality & Job Knowledge									
Technical Ability	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	• has been learning quickly								
Work Quality	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Job Knowledge	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments									
Creativity	☐	☐	☐	☒	☐	☐	☐	☐	☐
Comments/ Specific Accomplishments	• learn about tofus scramble, veggie patties.								
Productivity	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Dependability									
Attendance/Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments	• Always on time rarely calls in								
Reliability/Timeliness	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									
Consistency	☐	☐	☐	☐	☐	☐	☐	☐	☒
Comments/ Specific Accomplishments									

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Professionalism									
Teamwork	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Communication	☐	☐	☐	☐	☐	☐	☒	☐	☐
Comments/ Specific Accomplishments									
Initiative	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	• ask/check to see if more help is needed more often								
Time Management	☐	☐	☐	☐	☒	☐	☐	☐	☐
Comments/ Specific Accomplishments	• Improvement has been observed								

	1	1.5	2	2.5	3	3.5	4	4.5	5
	Unacceptable		Needs Improvement		Meets Expectations		Exceeds Expectation		Outstanding
Overall Rating									
Work Quality & Job Knowledge									
Dependability									
Professionalism									
Average Rating									

EVALUATION	
Additional Comments	Great worker. His commitment to learn & grow is very apparent!
Action Plan	

VERIFICATION OF REVIEWS	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature	Date

\$19.00